

City of Amherst, Ohio

Civil Service Commission

206 South Main Street
Amherst, Ohio 44001
440.988.4380

PATROL OFFICER EXAM ANNOUNCEMENT 08-15-2022

The Civil Service Commission for the City of Amherst, Ohio hereby gives notice of an open competitive examination for Patrol Officer. We are an equal opportunity employer.

The City of Amherst is currently accepting applications and test results for entry level patrol officer from **August 15 through September 16**. The Amherst Civil Service Commission offers full testing services for the position of (patrol officer) through National Testing Network (NTN). To register with NTN and schedule a test, go to www.nationaltestingnetwork.com, select 'Find Jobs', then select "Law Enforcement Jobs" and sign up for Amherst Police Department. (See additional testing information below)

APPLICATION REQUIREMENTS: Applications may be obtained from **Amherst Auditor/Human Resource Department located at 480 Park Ave., Amherst, OH 44001. On or after Monday, August 15, 2022, M-F 8AM to 3PM.** All applications **MUST** be turned in and all testing completed by **Friday, September 16, 2022, no later than 3PM.**

- Anyone may pick up the application for another individual.
- Applications must be on forms provided by the Amherst Civil Service Commission. No other forms will be accepted.
- If notarized, anyone may return the application to the Amherst Auditor/Human Resource Department.
- If not notarized, the applicant must return the application in person to have it notarized.
- Upon turning in an application, it must be completed in its entirety and notarized or it will not be accepted.
- No application will be accepted unless accompanied with a COPY of applicant's:
 - Birth Certificate
 - Valid driver's license
 - High school diploma or GED certificate
 - College Degree(s)
 - Non-expired Ohio Police Officer Training Academy certification or proof of current enrollment in an OPOTA academy
 - Military DD214 or honorable discharge (if applicable)
 - Initialed Police Officer Job Description Packet
 - Amherst Police Department Personal History Questionnaire (PHQ)

TESTING REQUIREMENTS: (all below is conducted thru the NTN website: Visit the www.nationaltestingnetwork.com):

- Complete the NTN registration process and schedule your test.
- Review all information related to the Amherst Police Department Patrol Officer testing, including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired)
- Take Public Safety Self-Assessment (PSSA) – **REQUIRED**
- Take Typing Test through your candidate profile on National Testing Network by September 16, 2022. – **REQUIRED**
- Complete on line test through NTN - **REQUIRED**

Upon completion of your scheduled test the scores are automatically forwarded to Amherst Civil Service Commission. Candidates who attain a passing score of at least 70% on the entry level exam will be placed on Amherst Police Department's eligibility list once any applicable extra credit is applied and the list is certified by the Amherst Civil Service Commission. The Amherst Police Department will then contact candidates on the list and will invite them to participate in further stages of the selection process.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Amherst Police Department's responsibility and decision making in the hiring process.

The test and all paperwork associated with the testing process must be submitted by September 16, 2022 by 3pm in order to be considered for certification by the Amherst Civil Service Commission.

If a candidate has taken the NTN test prior to the opening of this test date, scores may still be valid (only non-expired NTN test scores will be able to be submitted). In addition, you must contact NTN in order to confirm only if all required portions of the test have been completed. Please contact NTN in order to send your scores to Amherst. You must contact NTN before the closing date in order to transfer your scores.

The City of Amherst does not require a PAT (Physical Abilities Test) through National Testing Network. PAT testing will take place during the recruitment process through the City of Amherst.

Again, candidates must complete testing with NTN by **September 16, 2022 by 3pm.**

Testing and Receiving Applications: August 15 through September 16. The NTN passing score for the Amherst Police Department Civil Service Test is scoring at least a 70% in each of the three sections of the exam (reading, writing and the video portion).

- Interviews
- Physical Fitness Assessment: Candidates will be asked to complete the physical fitness assessment as part of the background process for the City of Amherst

2022 Salary Information: 0-6months =\$54,910.64, 6months-1year=\$60,460.93, 18months-3yrs=\$62,345.44, 3yrs-5yrs=\$64,940.55 and after 5 years = \$68,419.76

Benefits Information: 2 weeks paid Vacation- up to 5 weeks of Vacation, Longevity, Fitness Incentive, College Compensation Program, patrol officers work 12-hour shifts with every other weekend off (Friday, Saturday, and Sunday), Annual Uniform allowance, Deferred Comp program, 14 Paid Holidays, Shift Differential

Department Overview: The Amherst Police Department is committed to consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality services to members of our community. We view ourselves as part of the community and not separate from the community. We expect and encourage our officers to be engaged with our residents and business partners and to work together to solve problems, prevent crime and continue to improve the lives of the those that we serve. We hold ourselves to a higher standard and encourage growth and training. Ultimately, every officer is and should be a leader in our department bringing forward new ideas and methods.

The Amherst Police Department is currently designated to have 24 fulltime sworn officers, 2 part-time sworn officers and 10 additional dispatch/civilian positions. The department handles over 12,000 calls for service annually.

City Information: The City of Amherst is in Lorain County, Ohio, United States. It is located 28 miles west of Cleveland. The population in the 2020 census was 12,681 residents. The area of Amherst is approximately 7.14 square miles. Amherst offers a community where most residents own their homes. In Amherst there are restaurants, coffee shops, various businesses, and parks. The public schools in Amherst are highly rated.

Amherst is a wonderful community to live and work in.

Standards for Employment: There are high standards for employment for police employees. This is necessary for police employees who represent our government and help protect the rights of citizens and our community.

This requires the agency to do an extensive background investigation to determine a candidate's suitability for employment. Various matters may disqualify candidates from the selection process. Not only are a candidate's truthfulness and honesty regarding past behavior such conditions for employment, but the specific facts revealed regarding past behavior may also cause disqualification from the selection process. Although various factors may lead to immediate disqualification of a candidate, the department also retains the right and the discretion to determine which candidates to select or not select for employment; merely meeting the minimum standards for employment does not, in and of itself, have any bearing on a candidate's prospect for hire.

Job Description:

Responsible to enforce all local, state, and federal laws within the City of Amherst. (See job description provided)

Supervision:

Work is performed under the direction of a Sergeant. Work is performed within the guidelines of policies and procedures of the City of Amherst and the Amherst Police Department with some discretion in enforcement of local, state, and federal laws. Work is reviewed daily by supervisors.

Applications submitted who do not meet the minimum requirements will not be considered for employment.



Amherst Police Department

JOB DESCRIPTION

JOB TITLE: POLICE OFFICER

DEPARTMENT: SAFETY/POLICE

REPORTS TO: POLICE SERGEANT/ ASSIGNED SUPERVISOR

JOB SUMMARY:

Under general supervision, performs general duty police work with various divisions of the department involving a wide range of duties performed to protect life and property, enforce laws and ordinances, and preserve order within the community. Perform relentless follow-up in order to achieve task, assignment, or mission success.

ESSENTIAL JOB FUNCTIONS:

With or without accommodations, a sworn member must be able to:

1. Maintain regular and predictable attendance
2. Work a schedule that may consist of standard business hours, or, flexible hours, including nights, weekends, and holidays as directed and remain responsive to the needs of the department
3. Maintain the integrity, trust, faith and confidence placed in this position by the profession, the Chief of Police and the citizens of the community
4. Consistently work in an efficient, effective, productive and safe manner without direct supervision
5. Consistently maintain and promote workplace harmony
6. Maintain clean and functional work equipment and facility
7. Ensure the general safety of the public
8. Drive emergency vehicles under stressful conditions
9. Consistently demonstrate proficiency with firearms and other offensive and defensive weapons
10. Use lawful and appropriate levels of physical force to control and arrest law violators
11. Exercise judgment aligned with departmental and professional standards in difficult and tense situations
12. When identified as a member of this department, whether on duty or off duty, comply in letter and spirit with the professional standards expressed in the sworn Oath of Office and police Code of Ethics
13. Maintain control of a scene until relieved by a superior officer
14. Self-report difficulties that include physical maladies and mental or emotional problems.
15. Distinguish colors



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GENERAL JOB DUTIES AND WORK TASKS

1. Inspect the assigned patrol vehicle prior to beginning shift to include, checking under all seats, front and back, and all compartments where the public or incarcerated suspects may have had access
2. Operate the assigned patrol vehicle in accordance with all applicable laws and regulations. Engage in patrol, investigative, and other law enforcement activities such as enforcing laws, protecting citizens and their property, responding to requests for assistance, administering first aid, conducting searches, arresting suspects and testifying in court
3. Patrol assigned area to include all public and private businesses and residences, parking lots, surface streets and interstates enforcing all federal, state and local laws. Respond to calls for service, performs preliminary investigations as assigned, initiates action to investigate suspicious persons or circumstances, and provides assistance to persons who require it
4. Direct vehicular traffic, enforce traffic laws; direct pedestrian traffic; investigate road damage; remove hazard from roadway; conduct traffic stops to check operator's license, issues citations, explains legal procedures, check vehicle license plates, registration and other required documents
5. Investigate traffic accidents and determines cause; protect, process and store all physical evidence related to the specific incident; request the necessary emergency equipment required at the scene, takes precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents
6. Position vehicle at road blocks to effectively isolate the scene of hazardous situations.
7. Review and investigate all hit and run vehicular accidents to include computer inquiries, interviews, interrogations and documentation
8. Patrol and enforce parking ordinances in the city, respond to specific complaints from citizens regarding parking issues; issue summons for violations and testifies in municipal court regarding traffic violation issues
9. Enforce applicable city, county, state and federal laws
10. Be familiar with and comply with recent court rulings
11. Use sound and effective judgment during the use of discretion
12. Use oral communication skills to testify in court room setting or other legal proceeding to ensure complete and correct information is released to all participants.
13. If assigned as a Field Training Officer, train and instruct recruit officers, including providing orientation, instruction and training radio traffic, procedures for arresting persons, response to force, report writing, application of laws and instruction in other area practical law enforcement. Monitor the performance of recruits, corrects performance deficiencies, provides feedback, and takes corrective action, as needed. Coach and mentor recruits.
14. As required or directed, conduct criminal investigations; interrogate and obtain statements from victims, witnesses and suspects; obtain confessions from suspects; collect and process evidence;



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- perform crime scene investigations; compile investigative findings and completes a wide variety of police reports
15. As directed and in cooperation with the Amherst Fire Department, investigate potential arson fires; conduct investigations, interview witnesses, assists in preparation of the case for prosecution, and testifies in court
 16. Secure and protect the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed
 17. Prior to testifying, review all reports, evidence and notes related to an investigation to allow for knowledgeable courtroom testimony
 18. As directed, process crime scenes, including processing latent prints
 19. Provide depositions or courtroom testimony to court on incidents where officers may have direct knowledge or information
 20. Obtain arrest warrant by reviewing facts and evidence as a basis for obtaining warrant resulting from investigation of a criminal incident
 21. Take suspects into custody using reasonable physical force if necessary and by applying handcuffs and transporting them to another location, even in the face of suspect resistance and only upon a determination that there is probable cause to believe that the suspect committed a crime.
 22. Advise and explain to persons under arrest their rights according to the law to ensure complete understanding of these rights
 23. Conduct stop and frisk searches on suspicious persons for the safety of all involved parties
 24. Search moveable vehicles both interior and exterior under independent probable cause in accordance with established search and seizure rules and department procedures.
 25. Search persons, premises, or property incident to a lawful arrest with a warrant or consent in accordance with established department policy and search and seizure laws
 26. Plan methods and procedures for conducting a search of a person or premises using all available information on the size and location of the person on premise
 27. Remove weapons from persons unlawfully armed
 28. Advise victims or other involved persons of their rights according to current law and the proper procedures to follow to prosecute case
 29. Confiscate property for evidence resulting from an arrest or for safekeeping by physically taking property to evidence and completing necessary paperwork
 30. Identify, confiscate, preserve, and maintain the chain of custody of evidence in accordance with current search and seizure laws and departmental policy
 31. Maintain and inspect all personally owned/authorized duty related and department equipment, to include; vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlight, cellular phones, riot gear, computers, cameras, AED, specialized and other equipment.
 32. Demonstrate a proficiency in the use of all issued equipment
 33. Listen to and communicate in a clear, concise, and professional manner over police radio, issues BOLO's and other required information while on patrol



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- 34. Assist in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods and other natural or man-made disasters
- 35. Provide victims of crime with information, referral, and other assistance as provided in Ohio law and departmental regulations
- 36. Speak with and refer citizens in need to appropriate public and social services
- 37. Obtain information on persons or property involved in a crime from witnesses, victims or other with knowledge of the incident
- 38. Maintain and organizes field notes and other information to complete comprehensive department reports
- 39. Complete all required paperwork in a timely manner
- 40. Know their limitations in their delegated authority
- 41. Attend in-service and specialized training as required
- 42. Perform highly specialized duties and tasks associated with specialized assignments such as detective, Police K-9 Officer, Traffic, SWAT, Crisis Negotiator, and Instructor
- 43. Perform other related duties as assigned by the shift supervisor, division commander or Chief of Police
- 44. Note: Many of the job duties and work tasks mentioned above are generally geared toward the active patrol officer, however, those not generally assigned to road patrol duties should have a basic understanding on how to perform the above duties

MATERIAL AND EQUIPMENT USED:

Vehicle	Protective and Safety Equipment	Communication Equipment	Firearms
Speed Detection Systems	Computer	Specialized/Technical Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- 1. High School Diploma, or GED, college preferable;
- 2. Meets Amherst Civil Service Commission eligibility requirements
- 3. Continuous job related training and seminars as directed by supervisors

Licenses and Certificates:

- 1. Ohio State Certified Peace Officer
- 2. Ohio State Driver's License
- 3. First aid, CPR and AED Certified
- 4. Specialized certification (as required)



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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Local, state and federal laws, current city ordinances, recent court decisions
2. Judicial system, operation and procedures for criminal prosecution
3. Laws pertaining to arrest, search and seizure including case law
4. Legal limitations of police officers authority and the limits and requirements in the response to force.
5. First Aid procedures in CPR and AED use.
6. Suspect/victim/witness interview and interrogation concepts, principles and practices.
7. Departmental policies, standard operating procedures, oath of office, mission statement and standards of conduct.
8. Public relations techniques for handling calls for service or complaints.
9. Crime scene processing procedures and the security and protection of a crime scene.
10. Basic crime prevention techniques.
11. Defensive tactics to protect self and others.
12. Proper arrest and suspect apprehension techniques.
13. Crime patterns, potential problem areas, and prior offenders within patrol area.
14. Training, care and deployment of a canine unit when assigned a K-9 officer.
15. Jail and communications operations.
16. Record keeping, report preparation, filing methods and record management techniques.
17. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
18. Standard business arithmetic, including percentages and decimals.
19. Computer applications related to work.
20. Geography of the City of Amherst, Ohio and surrounding area

Skilled in:

1. The use and operation of all assigned equipment to include: police vehicle, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
5. Using tact, discretion, initiative and independent judgment with established guidelines.
6. Communicating clearly and effectively, orally and in writing.
7. Remaining calm in stressful situations and have the ability to handle multiple duties simultaneously.



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Mental and Physical Abilities:

1. Ability to mediate disputes between diverse groups of people.
2. Ability to be articulate while testifying in court or other legal proceedings.
3. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
4. Ability to read and interpret documents such as Ohio Criminal and Traffic Codes, safety rules, operation and maintenance instructions, procedure manuals, etc.
5. Ability to write routine reports and correspondence.
6. Ability to speak effectively before public groups and respond to questions.
7. Ability to compute ratios and percentages and interpret bar graphs.
8. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
9. Ability to work with and train animals associated with specialized assignment.
10. Ability to instruct and train individuals in general duty police work.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
13. Ability to pursue suspects on foot for a sustained period while bearing duty equipment.
14. Ability to subdue suspects in a physical confrontation while bearing duty equipment.
15. Ability to push or pull self through openings of varying nature by using necessary upper or lower body strength of arms or legs.
16. Ability to drag, push, pull, lift, or carry heavy objects or person, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
17. Ability to run up or down stairways or respond quickly to other incidents.
18. While performing essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.



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WORKING CONDITIONS:

1. While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne, toxic or caustic chemicals, and handling calls dealing with explosives.
2. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situations such as armed and/or violent arrestees.
3. Exposure unknown health conditions from contact with individuals or animals with contagious or communicable diseases.
4. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.
5. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called in or back to duty on short notice.
6. At emergency or training scene, working conditions may be moderately loud.
7. Work is often performed in inclement weather, including extreme heat or cold, rain or snow, dry and humid conditions.

Note: This class specification should not be interpreted as all inclusive.

SPECIALIZED ASSIGNMENTS:

Police officers may be assigned to specialized or specific duties, including but not limited to; bike patrol, traffic division, swat, school resource officer, field training officer, dare/safety town officer, general or specialized crime investigator, or juvenile officer. A police officer assigned to a specialized or specific duty is required to perform all of the aforementioned essential job descriptions and general job duties of a police officer.

In addition, material and equipment used, minimum qualifications required, knowledge, skills and abilities, and working conditions will vary according to the assignment.



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CAUSE FOR REMOVAL

The incumbent may be removed for conditions related to operational budget, reductions in work force, work incompetence, acts of gross misconduct, repeated acts of misconduct, integrity issues that would qualify as “Brady Material.” Removals related to operational budgets, reductions in workforce and for work incompetence are classified as No-fault Removals with the possibility of reinstatement if circumstances permit. Removals for gross misconduct, repeated acts of misconduct and “Brady” related materials are classified as Removal with Fault with no chance of reinstatement.

*Nothing in this section is intended to conflict with the current collective bargaining agreement between the union and the city.

I acknowledge that I have read the job description and essential functions for my position and certify that I can perform these functions listed in this eight (8) page document.

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